

Minutes of a Regular Meeting
of the Altoona Housing Authority
held on July 12, 2017

The regular meeting of the Board of Directors of the Altoona Housing Authority was called to order by the Chairperson, Mrs. Robin Beck, at 8:20 a.m. on Wednesday, July 12, 2017, in the Boardroom at 2700 Pleasant Valley Boulevard.

Board Members in attendance: Mr. Howard Ermin, Mr. Scott Brown, Mr. Mitch Cooper, Mr. Chris Kirwin and Mrs. Robin Beck.

Legal representation: Attorney Terressa E. George, Esq. was present.

Staff members in attendance: Mrs. Cheryl Johns, Ms. Linda Holsinger and Mrs. Kim Palmer.

Other individuals in attendance: Mr. Brian Bender, Section 8 Landlord, and Mr. Bill Kibler, *Altoona Mirror*.

Public Commentary

Mr. Brian Bender, Section 8 Landlord, was in attendance. Mr. Bender wanted to address the Board in regard to him being terminated as a landlord for the Section 8 Program. Mr. Bender stated that he is a landlord in Altoona and is a property manager for approximately 200 units with Prasad Real Estate, Siri Real Estate and Golla Real Estate. Mr. Bender provided the Board with a copy of a letter that he received from the Housing Authority dated May 25, 2017. Mr. Bender stated that he has issues with the HAP contracts in this office and that he has had disputes with Ms. Kathi Ardizzone, Mrs. Cheryl Johns and Mr. Mark Polito. Mr. Bender stated that he has contacted the Pittsburgh HUD Office, the DC HUD Office and Rep. Bill Shuster's Office in regard to these issues. Mr. Bender stated that he has had two (2) complaints from tenants in 2016 and two (2) complaints from tenants in 2017, which is not many out of the 200 units that he manages.

Mr. Bender stated that he came for a hearing on June 1, 2017, with Mrs. Johns, Ms. Ardizzone and Ms. Holsinger. He stated that he wanted a review of the complaints against him so that he could bring witnesses with him to the hearing, which only lasted 24 minutes. Mrs. Johns advised Mr. Bender that it was not a hearing but a meeting and that she told him that there are two (2) sides to every story. Mrs. Johns stated that once she realized that he was recording the meeting, she ended the meeting. Mr. Bender stated that he was not recording the meeting. Mr. Bender stated that Ms. Ardizzone told him that the board members and HUD agreed to terminate him as a landlord for the Section 8 Program. Mr. Bender stated that he would like the Board to reconsider this issue.

Mr. Brown asked Mr. Bender about an incident where he was asked to attend a meeting at the Housing Authority, which he refused to attend. Mr. Bender again stated that he wanted to review the complaints so that he could bring witnesses with him to the meeting.

Mr. Bender discussed the issue with a water bill that one (1) of his tenants was paying. He stated that the water department sent the tenant a bill for the arrears that she owed. He stated that the tenant was never made to pay any water bill after she started on the Section 8 Program, except for the money that she owed to the water office prior to being on Section 8.

Mr. Bender would like another meeting scheduled so that he can bring witnesses, which include his maintenance man, cleaning lady and contractor.

Attorney George advised Mr. Bender that Attorney William Haberstroh has mailed him another letter, which was mailed out on July 11, 2017. She advised Mr. Bender to talk to his counsel from Johnstown and have him contact Attorney Haberstroh's Office. She stated that Attorney Haberstroh will discuss the issue with the Board and decide if the Housing Authority wants to schedule a meeting and decide what action will or will not happen.

Mr. Bender stated that his biggest complaints are that he wants to know what the complaints were about and not being able to bring sufficient information with him to the meeting that he was forced to attend. He stated that it is important to him and that he wants to know that the matter will be looked into by the Board.

Mr. Bender thanked everyone for hearing him out.

Executive Session

The Board convened for Executive Session at 8:45 a.m. to discuss potential litigation. Executive Session concluded at 9:00 a.m. and the meeting proceeded.

Minutes of Previous Meeting

The minutes for a regular meeting held on June 21, 2017, were presented.

Mr. Cooper moved for approval, Mr. Brown seconded, all approved.

Review of Financial Reports

The Expenditures Register, Capital Expenditures Register, Adjustment Sheet and the Public Housing Program, Section 8 Program and Pleasant Village Income & Expense Report covering the period of June 1, 2017 through June 30, 2017, and the Investment Analysis for July 2017, were provided to the Board of Directors for their review.

Mrs. Johns stated that there is nothing out of the ordinary with the financial reports. She stated that she is happy to answer any questions that the Board may have in regard to the financial reports.

Mrs. Johns stated that the Housing Authority is finishing up fiscal year ending June 30th and all the reports that need to go to HUD. She stated that Mr. Mike McCormick is working on the final submission that goes to REAC. She added that the budget for fiscal year ending June 30, 2018 was approved by the Board at the June meeting.

Mr. Brown asked if the expenditure for the water heater replacement in the amount of \$14,571.00 was for one (1) water heater. Mrs. Johns stated that said expenditure was for more than one (1) water heater.

Mr. Kirwin made a motion to approve the financial reports, Mr. Brown seconded, all approved.

Resolutions

Approval and Adoption of Resolution 17-18 – This Resolution authorizes the writing off of inventory and obsolete inventory for fiscal year ending June 30, 2017.

Mrs. Johns stated that on an annual basis there is an actual physical count of inventory at each site, as well as at the main office. She stated that the count adjustments and obsolete inventory is attached to the resolution. She added that there is a comparison to previous years included on said attachment. Mrs. Johns stated that write off amounts look good this year.

Mr. Cooper moved for approval, Mr. Kirwin seconded, all approved.

Approval and Adoption of Resolution 17-19 – This Resolution authorizes the Certification of the Executive Director and Chairperson concerning the required submission of the Section 8 Management Assessment Program (SEMAP).

Mrs. Johns stated that this is an annual resolution in regard to the Section 8 SEMAP report, which she sends to HUD electronically. She stated that although the report is submitted to HUD, they can access the system to see if annual inspections and recertifications have been completed. Mrs. Johns gave kudos to the staff for the high performance designation that Section 8 has received for at least the past ten years.

Mr. Brown moved for approval, Mr. Ermin seconded, all approved.

Approval and Adoption of Resolution 17-20 – This Resolution authorizes a contract be executed with Malcolm Johnson & Company, P.A. for audit services for a four (4) year period for the 12-month periods ending June 30, 2017, June 30, 2018, June 30, 2019 and June 30, 2020 for an amount not to exceed \$14,900 per year.

Mrs. Johns stated that she would like to Table Resolution 17-20 until the August board meeting, as Attorney William J. Haberstroh was to contact Malcolm Johnson & Company

in regard to language in their contract. She stated that Attorney Haberstroh apologized for not having a letter drafted to Malcolm Johnson & Company.

Mr. Brown asked why the contract is for a four (4) year period. Mrs. Johns stated that having the contract for four (4) years saves the Housing Authority on advertising costs.

Mr. Brown made a motion to Table Resolution 17-20 until next month, Mr. Ermin seconded, all approved, and Resolution 17-20 was Tabled.

Approval and Adoption of Resolution 17-21 – This Resolution authorizes the contract with Kylor Contracting, LLC for the Roof Replacement Project at Fairview Hills be terminated.

Mrs. Beck stated that the contract with Kylor Contracting, LLC for the Roof Replacement Project at Fairview Hills is being terminated due to a breach in their contract. She stated that the Executive Director is authorized to negotiate with the second lowest responsible bidder in order to complete the Roof Replacement Project at Fairview Hills.

Mr. Brown moved for approval, Mr. Ermin seconded, all approved.

Solicitor's Report

Attorney George discussed the activities that the law firm has been working on.

Staff Reports

Mrs. Johns stated that she gave the Board some reading material in regard to HUD's Regulatory Reform. She stated that HUD is in the process of establishing a task force to identify regulations that should be repealed, replaced or modified. She added that she has not had time to read through this information yet but there are no changes that she is aware of.

Mrs. Johns stated that the Annual Plan that was submitted to HUD in April has been approved. She stated that the letter from HUD approving the Plan is included in the board packet.

Mrs. Johns stated that there is nothing new to report in regard to CDBG funding.

Mrs. Johns stated that she will continue to keep the Board updated on the Federal Government's Regulatory Freeze.

Mrs. Johns stated security at Fairview Hills is now being provided by Blair Regional Security & Investigations. She stated that there are two (2) security officers assigned to Fairview Hills from 6pm – 12am and they are working approximately 42 hours per week on a rotating basis. She added that she has met with Mr. Craig Zahradnik twice since July 1st and that she is very pleased with the reports and record keeping and that everything has been going well.

Committee Reports

No meetings have been held between the date of the last board meeting (June 21, 2017) and the July board meeting.

The Personnel Committee met briefly following the board meeting to discuss staffing.

New Business

There was no new business.

Old Business

There was no old business.

Media Questions/Comments

Mr. Bill Kibler, *Altoona Mirror*, was in attendance. He asked about the situation with Mr. Brian Bender, Section 8 Landlord, and the Roof Replacement Project at Fairview Hills.

Adjournment

There being no further business to come before the Authority, Mr. Brown made a motion to adjourn, Mr. Cooper seconded, all approved. The regular meeting was adjourned at 9:18 a.m.

The next regular meeting will be held at 8:15 a.m. on Wednesday, August 9, 2017, in the Boardroom at 2700 Pleasant Valley Boulevard.

Secretary,


Mitchell F. Cooper